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National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506  
202-682-5400

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**National  
Endowment  
for the Arts**



Twentieth  
Anniversary  
1965–1985

**Guide  
to the  
National  
Endowment  
for the  
Arts**

**August 1985**

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## GENERAL INFORMATION

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This booklet is designed to help individuals and organizations determine whether their artistic projects might be eligible for grants from the National Endowment for the Arts. It describes the overall purpose of each of the Endowment's Programs and outlines the types of projects supported in each of their funding categories.

Those who believe they may be eligible for grants should write to the appropriate Program and request its guidelines and application forms. The address is:

(Name of Program)  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

The Endowment is located in the Old Post Office Building at the Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. Those who have further questions about the agency and its activities should write the Public Information Office or call the general information number: (202) 682-5400 or TTY number (202) 682-5496.

**National Endowment for the Arts**  
Frank Hodsoll, Chairman  
August, 1985

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## I. The Agency and How It Functions

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### The Endowment: An Overview

The National Endowment for the Arts, an independent agency of the federal government, was created in 1965 to encourage and support American arts and artists. It fulfills its mission by awarding grants and through its leadership and advocacy activities.

The Endowment serves as a catalyst to promote the continuing vitality and excellence of the arts in America and access to, and appreciation of, such excellence and vitality. The Endowment provides support to artists of exceptional talent, and to arts organizations and projects of the highest artistic level and of national or regional significance. To support arts activities of merit, to promote the overall financial stability of American arts organizations, and to make the arts available to wider, more informed audiences, the Arts Endowment seeks to increase non-federal contributions through both its funding and advocacy. The agency does not direct or interfere with the creative activities of individual artists or arts organizations. Rather, it acts as a partner with others who support the arts.

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### Advisory Groups

The National Council on the Arts advises the Endowment on policies, programs and procedures, and reviews and makes recommendations on applications for grants. The Council is composed of the Chairman of the Arts Endowment and 26 presidentially appointed citizens who are widely recognized for their knowledge, expertise, and for their profound interest in the arts.

The Arts Endowment's grant-making Programs are advised by panels—groups of experts who meet throughout the year to review applications, develop or revise guidelines, and discuss future directions for the Program. More than 500 private citizens serve on these panels, which evaluate approximately 20,000 applications yearly.

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### What the Endowment Funds

The Endowment provides three major types of financial assistance:

- Non-matching fellowships to artists of exceptional talent. Fellowships are given only to citizens or permanent residents of the United States.
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- Matching grants to nonprofit, tax-exempt organizations of the highest artistic level and of national or regional significance. "Matching" means that the applicant must cover at least half the cost of a project and match the Endowment's funds on a one-to-one basis.
  - Matching grants to state and local arts agencies and regional arts groups.
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### **Funding Policies**

Endowment policies reinforce and expand upon the legislative requirements:

- The Endowment has always placed strong emphasis on quality as the first criterion in evaluating applications for assistance.
- Program guidelines generally preclude funding for new organizations, thereby focusing Endowment support on activities that have demonstrated their quality and value to their communities, and ability to attract basic support from non-federal sources.
- The Endowment is supportive of programs that by their nature and design generate non-federal funds beyond the legislatively required one-to-one match. The Endowment does not wish grantees to become dependent on the federal government for a major portion of their budgets.
- The Endowment has generally followed a policy of not awarding grants to cover institutional deficits except in special circumstances as part of the Challenge Grant Program.

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### **Applying for a Grant**

Individuals or organizations interested in applying for a grant should determine eligibility based on information in this booklet; then, request application Guidelines from the appropriate Program office. Guidelines contain application forms.

Applicants must apply under a specific funding category. Questions that are not answered in the Guidelines should be referred to the program specialist of that category. Application deadlines are firm and must be strictly respected.

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### **Application Review Process**

Each applicant goes through a review process that may take six to eight months. Here are the basic steps:

- The Grants Office logs in each application and forwards it to the appropriate Program, which makes sure the
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materials are complete. The Program then presents the application to an advisory panel for review and recommendation.

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- The panel reviews the application and recommends funding or rejection. The panel also may recommend funding the project at a lower level than the application requests.
- All panel recommendations for funding or rejection are presented to the National Council on the Arts, which provides final recommendations to the Chairman.
- The Chairman, on the basis of those recommendations, makes the final decisions.
- All applicants are contacted as soon as possible after the final decisions are made. Applicants should not seek information about the status of applications before hearing from the Endowment.

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## Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt. Organizations qualifying for this status must meet the following criteria:
  - 1) No part of net earnings may benefit a private stockholder or individual.
  - 2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504 and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, sex or age in federally assisted projects. Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in federally assisted education programs and activities.
- Compensate professional personnel, laborers and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in part 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.



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## II. Programs

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### Dance

The Dance Program provides support for professional choreographers, dance companies, and organizations that present and serve dance. The Program funds all forms of professional dance. The Program does not fund general operating support, construction or renovation of facilities, scholarships, the completion of academic degrees, recreational or non-professional dance activities. Generally, the Program does not fund the creation of new organizations, purchase of permanent equipment (unless rental exceeds purchase cost), publications other than catalogues or newsletters, dance training, student performing groups, foreign travel, or the presentation of foreign companies in the U.S. Grants are awarded under the following categories:

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#### Choreographers' Fellowships

To enable professional choreographers to develop artistically through the creation of new works, collaborations with other artists, or other professional activities. Fellowship awards are either \$5,000, \$8,000, or in rare instances, \$12,000.

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#### Dance Company Grants

To help dance companies of the highest artistic level and of national or regional significance improve artistically, become more stable administratively and financially, and increase their visibility and community support. Grants cover such projects as commissioning new works; paying dancers during rehearsal periods; touring; hiring administrative personnel; launching promotional campaigns; and documenting works through film, video, or

3, applicants usually must have a professional and managerial staff, at least 20 weeks of full-time or part-time performances per year, and a history of continuous operation as a professional dance company. Grants usually range between \$10,000 and

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#### Arts/State Programs (DIS)

touring and presentation of professional

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dance companies through grants to state and regional arts agencies. See Inter-Arts Program, page 13.

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### **Grants to Dance Presenters**

To help experienced sponsors present dance of the highest quality. To be eligible, a presenter usually must have sponsored during the previous season at least three dance artists or companies, or engaged one company for two or more weeks. Other usual eligibility requirements are three years of experience in presenting professional dance, paid administrative and technical staff, provisions for local presentation and promotion, guaranteed fees to artists, and use of appropriate facilities. Grants usually will not exceed \$50,000 and most will be much less.

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### **Dance/Film/Video**

To support media projects that advance the art of dance or preserve and document dance works. Individuals and organizations are eligible for these grants. Grants usually are only available for projects that involve film or video makers who have had prior experience working with dance. To receive funding, an organization usually must have been in continuous operation for at least three years, employ a managerial staff, use dance artists of the highest artistic level, and show an ability to raise funds.

Generally, grants to organizations will not exceed \$50,000; most will be considerably less. The usual limit for grants to individuals is \$15,000 and most grants will be substantially less.

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### **General Services to the Field**

To aid organizations and individuals that offer services to dance companies, dancers, and choreographers. The panel is particularly interested in projects that provide performance space and services or that increase financial and management stability, communication within the dance world, or public awareness of dance.

To be eligible, an organization usually must employ professional staff, have been in operation for at least three years and show an ability to raise funds. Grants generally will not exceed \$50,000 to organizations, or \$15,000 to individuals; most will be substantially less in both cases.

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### **Special Projects**

The Dance Program has made a very limited number of grants to organizations and individuals for outstanding, exemplary ideas that will advance the art form, are of national significance and/or can be used as models by the entire field.

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## Design Arts

The Design Arts Program supports projects that promote excellence in architecture, landscape architecture, urban design and planning, interior design, industrial design, graphic design, and fashion design. Grants are awarded to professional designers; other qualified individuals working on innovative design projects; nonprofit, tax-exempt organizations, including community or neighborhood organizations; arts groups and institutions; and colleges and universities, as well as local and state governments, or any branch of these governments. The Program does not fund capital improvements or construction, debt reduction, general operating costs, or tuition. Grants are awarded under the following categories:

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### Design Demonstration

To support design and planning projects that are potential models for the field. An organization might use a grant (up to \$30,000) to cover design fees for creating a new building or renovation of an old one, or for a design feasibility or planning study. Under this category applicants are encouraged, when appropriate, to consider the use of design competitions. The Program funds competitions (up to \$30,000) for development of new design ideas or concepts, for selecting a designer to carry out a project, or to select a design that could be constructed or fabricated. The Program also funds major competitions (up to \$100,000) for a few large-scale projects of national significance.

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### Design Exploration/Research

To support investigations of design issues or concerns in any of the disciplines supported by the Program. Design explorations/research provides for the systematic accumulation and generation of knowledge that can advance and enrich the design arts and improve the means by which quality design is achieved. In general, grants in this category (up to \$40,000) should help in promoting the understanding of the aesthetic, utilitarian, economic, and social criteria used to achieve design quality and to evaluate the impact of design decisions on the physical environment and human activity. Also funded are projects that develop means for translating research results into usable forms for practitioners and clients.

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### Design Communication

To support projects that inform the general public, designers, and decision-makers about the values and practices that achieve excellent design, and about the impact of design decisions on the physical environment and human activity. The grants (up to \$50,000) pay for the writing, designing, and printing of publications, exhibits, and

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audiovisual presentations, as well as conferences, workshops, and seminars.

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### **Distinguished Designer Sabbatical Fellowships**

To allow individuals who have made substantial lifetime contributions to the field of design to take time to explore and test their own work or to explore new approaches and projects in the design field. The Program encourages both nominations and direct applications for these one-time-only fellowships of up to \$20,000.

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### **Individual Project Fellowships**

To help professional designers or other qualified individuals carry out a specific design, research, or educational project. An applicant may receive a fellowship (up to \$10,000) and teach or work at the same time.

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### **Entering Professional Designer Project Fellowships**

To help designers in the early stages of their careers, designers returning to the field after an absence, or those changing careers within the design professions carry out specific projects. Recipients of the up-to-\$5,000 fellowships are permitted to continue working, teaching, or studying at an academic institution during the fellowship period.

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## **Expansion Arts**

The Expansion Arts Program supports professionally directed arts organizations of high artistic quality that are deeply rooted in and reflective of the culture of a minority, inner-city, rural, or tribal community. Funds are available to help create, exhibit or present art-work reflective of a community, to provide a community with access to all types of quality art, and to help train talented persons aspiring to be professional artists. Support is also available for program management, promotion and documentation. Grants are awarded under the following categories:

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### **Expansion Arts Organizations**

To support arts organizations as outlined above. To be eligible, an arts organization must employ professional artists, have existed for at least three years, and have demonstrated the ability to carry out the project. Classes and workshops for general arts exposure or arts appreciation will not be supported. Grants generally range from \$5,000 to \$30,000.

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### **Services to the Field**

To aid organizations that have an established regional or

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national service program of benefit primarily to Expansion Arts organizations. These grants, most of which range from \$5,000 to \$30,000, are awarded only to organizations that have been in operation for at least two years.

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### **Community Foundation Initiative**

To stimulate the development of endowed restricted funds within community foundations for the support of small and medium-sized arts organizations. Matching grants to community foundations are made for up to four years with submission of a yearly application, subject to the availability of appropriations. The community foundation must match the grant with at least a two-to-one match in new and increased private funds. All matching money must be assigned to an endowed, restricted fund, the future income of which must be used to support small and medium-sized arts groups with emphasis on Expansion Arts organizations. The applicant community foundation is required to work with the appropriate local or state arts agency in developing this program.

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### **Special Projects**

To support experimental initiatives of benefit to the Expansion Arts field, and to community arts generally. Through this category the Program hopes to be responsive to local opportunities for collaborative funding with the private sector to enhance the institutional status of Expansion Arts organizations.

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### **Folk Arts**

The Folk Arts Program supports the traditional arts that have grown through time within the many groups that make up our nation—groups that share the same ethnic heritage, language, occupation, religion, or geographic area. These folk arts include music, dance, poetry, tales, oratory, crafts and various types of visual art forms. The Program's main objectives are to preserve and enhance this multi-cultural artistic heritage and to make it more available to a wider public. Grants are awarded under the following categories:

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#### **Presentation of Traditional Arts and Artists**

To help organizations offer celebrations, exhibits, workshops, concerts, residencies, and tours involving traditional artists of the highest quality. Grants generally range from \$2,500 to \$30,000.

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#### **Media Documentation of Traditional Arts**

To help organizations produce radio or television pro-

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grams or series, recordings, photographs, and films. Products must be designed for public distribution. Grants generally range from \$2,500 to \$40,000.

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### **Services to the Field**

To support the development of state or regionally based folk arts programs through financial assistance to hire qualified professional folk arts coordinators, initiate state or regional folk arts surveys, or plan conferences concerned with traditional arts and artists.

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### **Apprenticeships**

To allow committed individuals of proven talent, experience and commitment to study with a master artist or artisan. Most funding in these small grants—in the neighborhood of \$1,500—should be passed on to the master artist for instructional fees and other expenses.

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### **State Apprenticeship Programs (Pilot)**

Grants are available on a competitive basis for the development of in-state apprenticeship programs in the folk arts. Apprentices should not be beginners and should pursue projects that reflect authentic folk traditions. Master artists should be paid and technical assistance should be provided as needed. Grants range up to \$30,000.

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### **National Heritage Fellowships**

To provide national recognition to exemplary master folk artists and artisans. The Program accepts nominations for the \$5,000, one-time-only fellowships, the criteria for which are authenticity, excellence, and significance or impact within the particular artistic tradition. Persons nominated should be worthy of national recognition; should have a record of ongoing artistic accomplishment; and must be actively participating in their art form.

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### **Inter-Arts**

The Inter-Arts Program supports projects and institutions that cross the lines of individual arts disciplines. The Program funds presenting organizations, artists' colonies, and service organizations, as well as interdisciplinary projects that result in the creation of original work by artists from a variety of disciplines. Grants are awarded in the following categories:

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### **Presenting Organizations**

To help professional presenters of the highest quality and of regional or national significance improve their ability to

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present diverse arts programming in their communities. To be eligible, a presenter must have at least two years experience and full-time, paid administrative staff responsible for presenting paid, professional artists to the general public in a seasonal format. Programming must include a balance of events in two or more art forms. Except for maintenance, real-estate, and construction costs, these grants can cover any of a presenter's basic costs. The Program does not fund short-term festivals, occasional presentations, or organizations having limited artistic or public impact. Grants generally range between \$5,000 and \$20,000.

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#### **Services to Presenting Organizations**

To assist state and regional arts agencies and service organizations that help presenters strengthen their skills in presenting artists. To be eligible, an organization must have at least two years of experience in serving presenters of more than one art form; paid professional staff; and have national, regional or state-wide impact. Not funded are management organizations that provide services to presenters of the artists they manage, consortia lacking their own staff, projects that develop sponsors for only one company or art form, purchase of equipment, producing companies that develop presenters for their activities only, united fundraising drives, or projects with little regional or national significance. Grants generally range between \$5,000 and \$20,000.

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#### **Dance/Inter-Arts/State Programs (DIS) Presenting/Touring Initiative**

The Inter-Arts Program, in cooperation with the Dance and State Programs, is administering an initiative aimed at increasing the quality and quantity of professional dance presentation. Grants are available to state arts agencies and regional organizations for support of presenting organizations' professional dance events. Presenting organizations and dance companies should contact their regional organization or state arts agency for information on how to become involved in this process.

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#### **Interdisciplinary Arts Projects**

To support innovative projects that enable artists to explore new interdisciplinary processes or non-traditional formats. These grants emphasize the creation and production of new works that involve original concepts that cross arts disciplines' lines or projects that incorporate advanced technologies in the creative process. Also eligible are special arts events of regional or national significance that highlight interdisciplinary work. Most grants range between \$5,000 and \$15,000, with few exceeding \$35,000. A limited amount of funding is also available for projects to develop comprehensive mechanisms de-

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signed to disseminate interdisciplinary works.

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### **Artists' Colonies**

To assist artists' colonies or workspaces that provide studios, living space, and uninterrupted time to outstanding professional creative artists in a variety of disciplines. To be eligible, organizations must have rigorous policies and procedures for selecting and rotating artists and have a full-time, year-round paid professional staff. Grants generally range from \$10,000 to \$25,000, with a maximum of \$35,000.

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### **Services to the Arts**

To support activities that serve professional artists and arts institutions in more than one art form on a national or regional level. These grants, most of which range between \$5,000 and \$15,000, assist such activities as developing new sources of financial and volunteer support for the arts, disseminating information, improving management skills, developing arts managers committed to working with small arts organizations, and introducing innovative business practices among arts institutions.

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### **Literature**

The Literature Program assists individual creative writers and literary translators, encourages wider audiences for contemporary literature, and assists nonprofit literary organizations. The Program does not fund commercial presses or magazines, student publications, organizational newsletters, scholarly writing, regular curricula of educational institutions, completion of college or graduate degrees, faculty salaries, journalism, vanity or self-publication. Grants are awarded in the following categories:

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### **Fellowships**

To enable published creative writers and literary translators of exceptional talent to set aside time for writing, research, travel, or advancing their careers in other ways. Translators' fellowships are for specific translation projects from other languages into English. (Playwrights should apply to the Endowment's Theater Program for fellowships.) Applicants must have some publication history to be eligible. Creative writing fellowships are for \$20,000. Translators' fellowships are for \$10,000 or \$20,000, depending upon the length or scope of the project. Senior fellowships of \$40,000 are awarded every year. These are for lifetime achievement and are not open for application. For details, write to the Literature Program.

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## Literary Publishing

Grants are awarded under the following subcategories:

- Assistance to Literary Magazines

To fund such publication costs as production and design, payments to writers, or efforts to increase readership. To be eligible, a magazine must be of the highest quality and must have published at least three issues in the past two years. (Magazines publishing primarily plays and other theatrical material should apply to the Theater Program.) Grants generally range between \$2,000 and \$10,000.

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- Small Press Assistance

To fund small presses and university presses with a track record of publishing contemporary literature of the highest quality. To be eligible, a press must have published at least four volumes (24 pages or more) of fiction, poetry, plays, or other creative prose during the past three years. (Presses publishing primarily plays and other theatrical material should apply to the Theater Program.) Grants are offered at two levels: from \$2,000 to \$12,000 for presses that meet the basic eligibility requirements; from \$12,000 to \$25,000 for presses that publish six or more volumes each year.

Funds may be used to pay such direct publication costs as royalties, typesetting, design, printing, editing, or postage. They may not be used for administrative salaries, rent, travel or equipment.

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- Distribution Projects

To fund activities that involve distributing contemporary works of the highest literary value. Grants range from \$3,000 to \$50,000.

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## Audience Development

Grants are awarded under the following subcategories:

- Residencies for Writers

To support residencies for published writers, performance poets, and translators, sponsored by nonprofit organizations.

Elementary and secondary schools are not eligible for these grants, and festivals and conferences are not likely to receive support. While \$10,000 is the maximum grant, most grants are less.

- Assistance to Literary Centers

To fund the activities of outstanding noncommercial literary centers. To be eligible, a center must offer a regular format of readings, workshops, residencies, instruc-

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tion, technical assistance, and provide meeting space and other facilities for writers. A center must also have its own tax-exempt status, a professional staff, and its own permanent facility. Regional branches of national service organizations and centers affiliated with universities and colleges are not eligible to apply. Applicants may request up to \$50,000, although most grants are for less, and the upper limit for first-time applicants is \$10,000.

- **Audience Development Projects**

To support a few innovative projects that promote contemporary literature, such as cooperative promotions, regional book fairs, exhibits of literary works, and syndicated review networks. Generally, grants range from \$2,000 to \$20,000.

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### **Professional Development**

To support national organizations that help creative writers and to aid unique literary projects that are not eligible for support in other grant categories.

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### **Media Arts**

The Media Arts: Film/Radio/Television Program provides support to individual artists working in these media and to nonprofit organizations that help artists carry out their projects. The Program defines the media arts broadly to include documentary, experimental, and narrative works, as well as electronic image manipulation, animated film, and audio art.

The Program also offers funding for a limited number of major public television and radio series that bring other art forms to a wide public. Grants are awarded under the following categories:

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#### **Film/Video Production**

To support outstanding productions in film and video that emphasize the use of these media as art forms. Matching grants of up to \$50,000 are available to nonprofit organizations. Non-matching grants of up to \$25,000 are awarded to individuals.

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#### **American Film Institute (AFI) Independent Filmmaker Program**

To support media artists working in animated, documentary, experimental, and narrative film and video. Since the AFI administers this program for the Endowment, please contact: The American Film Institute, 2021 North Western Avenue, Los Angeles, California, 90028; phone: (213) 856-7600.

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### Video Artists' Fellowships

Grants to support the work of video artists are also available through the Arts Endowment's Visual Arts Program. For more information, contact the Visual Arts Program.

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### Regional Fellowships

Independent film and video artists are eligible to apply for fellowships through a Regional Fellowship Program supported by the National Endowment for the Arts, the American Film Institute, state arts agencies, and private foundations and corporations.

Fellowships are administered by regional media arts centers. For information and application forms, contact:

#### Great Lakes

Illinois, Indiana, Michigan, Ohio  
Center for New Television  
11 East Hubbard Street  
Chicago, IL 60611  
(312)565-1787

#### Mid-Atlantic

Delaware, District of Columbia,  
Maryland, New Jersey,  
Pennsylvania, West Virginia

Pittsburgh Filmmakers, Inc.  
P.O. Box 7467  
Pittsburgh, PA 15213  
(412)681-5449

#### New England

Connecticut, Maine,  
Massachusetts, New  
Hampshire, Rhode Island,  
Vermont

Boston Film/Video  
Foundation, Inc.  
1126 Boylston Street  
Boston, MA 02215  
(617)536-1540

#### South Central

Arkansas, Kansas, Missouri,  
Nebraska, Oklahoma, Texas,  
Puerto Rico, Caribbean

Southwest Alternate Media  
Project  
1519 West Main  
Houston, TX 77006  
(713)522-8592

#### Southeast

Alabama, Florida, Georgia,  
Kentucky, Louisiana,  
Mississippi, North Carolina,  
South Carolina, Tennessee,  
Virginia

#### Appalshop, Inc.

Box 743  
Whitesburg, KY 41858  
(606)633-0108

#### Upper Mid-West

Iowa, Minnesota, North  
Dakota, South Dakota,  
Wisconsin

#### Film in the Cities

2388 University Avenue  
St. Paul, MN 55114  
(612)646-6104

#### West

Alaska, Arizona, California,  
Colorado, Hawaii, Idaho,  
Montana, Nevada, New  
Mexico, Oregon, Utah,  
Washington, Wyoming,  
Pacific Territories

Rocky Mountain Film Center  
University of Colorado  
Box 316  
Boulder, CO 80309  
(303)492-1531

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### Programming in the Arts

To support a small number of major public television series on the arts for national broadcast. A small number of grants are also awarded for documentaries on major American artists.

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### **Media Arts Centers**

To assist organizations that make the arts of film and video more widely appreciated and practiced. The Program defines a media arts center as a nonprofit organization that demonstrates excellence in two or more of the following: film/video exhibition series with accompanying program notes, workshops and residencies, maintenance of research collections, information dissemination, distribution of film and video art, seminars and conferences, and publications. Such centers may be independent or associated with another organization, such as a university, museum or state arts agency. Grants generally range from \$10,000 to \$40,000.

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### **National Services**

To assist organizations that contribute to a national system of support for media arts centers and artists. This category is reserved for major organizations of national scope that provide the most significant and far-reaching services of their type, including distribution of artistically significant films and videotapes, conferences, seminars, workshops, and publications. A small number of grants are available to develop major circulating film/video exhibitions. Grants of up to \$40,000 are available.

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### **American Film Institute/National Endowment for the Arts Film Preservation Program**

To help organizations locate, restore, preserve, and catalogue films of artistic and cultural value. Generally, this joint program does not fund the purchase of films. To qualify for the grants of generally less than \$50,000, an organization must have an archival film collection, adequate staff and equipment, and provisions for offering professional colleagues reasonable access to this material. This program is administered by the National Center for Film and Video Preservation at the American Film Institute. All applications should be sent to: American Film Institute, John F. Kennedy Center for the Performing Arts, Washington, D.C. 20566; phone: (202)828-4070.

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### **Radio Production**

To support outstanding single radio productions and series. Projects should emphasize the creative use of the radio medium. Matching grants to organizations generally are for under \$50,000, while independent radio producers may apply for non-matching grants of up to \$15,000.

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### **Radio Workshops and Residencies**

To allow organizations to invite nationally recognized radio producers for workshops and residencies. Grants generally range from \$1,000 to \$10,000.

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**Radio Services**

To aid organizations that offer services that improve the conditions for quality radio production, including production services to radio producers, distribution and marketing services, conferences, and publications. Grants of up to \$25,000 are available to organizations.

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**Museums**

The Museum Program funds projects of artistic significance in the museum field. All types of museums, as well as some other organizations and museum professionals, are eligible for grants. In general, an organization must have been in operation for at least two years before submitting an application. The Program does not fund new construction or major structural modification of buildings. Grants are awarded under the following categories:

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**Special Exhibitions**

To help museums and other organizations develop, tour, or participate in exhibitions. Grants cover such costs as organizing an exhibition, shipping and insurance, installation, regional touring, catalogues, related educational programs, and publicity. There is no maximum grant in this category. Grants of \$50,000 or less require a one-to-one match; grants between \$50,000 and \$100,000 require a two-to-one match; grants of \$100,000 or more require a three-to-one match.

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**Museum Collections and Resources**

Grants are awarded under the following subcategories:

- Utilization of Museum Resources

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in-house lab (grants up to \$25,000); and sponsoring master apprentice internship programs (grants up to \$40,000); for student stipends at existing university-based training centers (grants up to \$10,000).

- **Collection Maintenance**

To help museums preserve their collections by solving problems of climate control, security, and storage. Grants cover surveys, which identify problems and recommend specific renovation plans, and implementation projects. Grant amounts range up to \$200,000.

- **Special Projects**

To fund innovative and exemplary projects that will have a broad impact on the museum field but are not eligible under the other funding categories. Prospective applicants should consult the Museum Program before applying.

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## **Professional Development**

Grants are awarded under the following subcategories:

- **Museum Training**

To aid arts-related training programs, internships, and apprenticeships. These grants, awarded only to institutions, support continuing education programs for mid-career professionals; graduate programs in museum administration, education, or curatorial training; and undergraduate programs that involve minorities or focus on special disciplines within the field. Grants up to \$60,000 requiring a three-to-one match are available for formal training programs. Grants up to \$20,000 are also available for stipend support for internships and apprenticeships.

- **Fellowships for Museum Professionals**

To allow museum professionals to conduct independent study, travel, write, work in community projects, or improve their professional credentials in other ways. These fellowships, which may run one month to a year, do not cover study or research directed toward a degree. Only currently employed professionals who have served on the staff of a museum for at least one year may apply. Grants range up to \$25,000.

- **Visiting Specialists**

To enable museums to engage outside consultants in such areas as collection surveys, computers, libraries, and membership/fundraising. The specialist should have considerable expertise and may not be employed by the applicant institution. Grants range up to \$15,000.

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## Music

The Music Program provides support for the performance and creation of music, with an emphasis on assisting the growth of American music and musicians. Through its various categories, the Program awards grants to individuals of exceptional talent and to a wide range of performing, presenting, career development, and service organizations of the highest artistic level and of national or regional importance. Program guidelines exist in the form of four booklets:

- Fellowships
- Music Presenters and Festivals/Jazz Management and Special Projects
- Music Ensembles
- Training/Recording/Centers and Other Categories

Grants are currently awarded under the following categories:

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### Fellowships

Grants are awarded under the following categories:

#### Composers

##### • Composers Fellowships

To help individual composers create or complete new works. Funds may be used to pay for the composer's time, costs of copying and reproducing scores, or studio expenses. Grants are awarded in varying amounts up to \$15,000.

##### • Collaborative Fellowships

To help composers and their collaborators, such as librettists, video artists, filmmakers, poets, and choreographers, to create or complete works. Though the award may be a collaborative one, only the composer can apply. Generally the collaborative grant will not exceed \$15,000.

#### Jazz

##### • Performance Fellowships

To aid professional jazz musicians in their creative development. Grants may be used for rehearsals, performances, and the preparation of audio and video demonstration tapes. The maximum grant is \$15,000. Most will range between \$3,000 and \$7,500.

##### • Composition Fellowships

To aid professional jazz composers in their creative development. Grants may be used for the creation or completion of new works and the reproduction of scores or parts of completed works. The maximum grant is \$10,000. Most will range between \$3,000 and \$7,500.

##### • Jazz Study: Apprenticeships

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To help aspiring composers and performers study with recognized jazz masters of their choice in non-institutional settings. The maximum grant is \$5,000. Most will range between \$1,000 and \$3,000.

- **Jazz Study: Professionals**

To help established professional performers and composers study with jazz masters in non-institutional settings. The maximum grant is \$7,500. Most will range between \$3,000 and \$5,000.

- **Jazz Special Projects**

To assist individuals with innovative projects of national or regional significance that benefit the field of jazz, such as oral histories and archival activities, and media projects. There are no minimum or maximum grant amounts.

- **American Jazz Masters**

Not open to application. The Endowment will consider one-page letters nominating distinguished jazz masters who have significantly altered the language of the art form. Up to five \$20,000 fellowships will be awarded each year.

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### **Solo Recitalists**

To help recitalists who perform alone, with an accompanist, or as one of a duo. These one-time-only fellowships assist individuals with the potential for major careers as solo or duo recitalists, rather than those with well-established careers as solo or duo recitalists. Applicants must have performed at least five public recital programs for a contracted fee during the three years prior to the application deadline. (Exception: pianists must have performed five such programs within the two years prior to the application deadline.) Possible projects include preparation and presentation costs, study and rehearsal costs, accompanist fees, management fees, expenses involved in the preparation of demo recordings. The maximum grant is \$12,500. Fellowships range between \$5,000 and \$10,000.

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### **Music Presenters and Festivals/Jazz Manuscripts and Special Projects**

Grants are awarded under the following categories:

- **Presenting Organizations**

- To assist presenters with one or more of the following:
  - Chamber Music/New Music
  - Choruses
  - Jazz
  - Solo Recitalists
  - Orchestras (only with one or more of the above)
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applications will be accepted for the presentation of orchestras only)

In order to apply as a presenter, an organization must have a minimum of two years experience in presenting paid professional musicians or musical groups to the general public. State arts agencies and regional organizations may also apply. Grant amounts generally range from \$2,000 to \$50,000. Most grants will be between \$3,000 and \$10,000.

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#### **Music Festivals**

To support festivals that present programs involving two or more areas of music for which Arts Endowment guidelines exist. In order to apply, an organization must have presented, as a festival, a minimum of five different programs in each of the past two seasons. State arts agencies and regional organizations may also apply. Grant amounts range from \$2,000 to \$50,000. Most grants will be between \$3,000 and \$10,000.

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#### **Jazz Management**

To help jazz organizations hire professional management personnel or strengthen existing management. Grants generally do not exceed \$10,000.

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#### **Jazz Special Projects**

To assist organizations with innovative projects of national or regional significance that benefit the field of jazz, such as services to the field, oral histories and archival activities, and media projects. There are no minimum or maximum grant amounts.

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#### **Music Ensembles**

Grants are awarded under the following categories:

##### **Chamber Music/New Music and Jazz Ensembles**

To assist organizations that perform chamber music, recent 20th-century music with an emphasis on American works, and jazz in its traditional or current forms. The organization applying must have been in existence for at least two years at the time of application and must include three or more performers. Grants generally will range from \$2,000 to \$25,000.

##### **Chorus**

To assist choruses of the highest artistic level and of national or regional significance. Applicants must have been in existence for at least two seasons at the time of application, employ a professionally trained, salaried conductor, include a minimum of 12 singers, evaluate all singers annually, and provide rehearsal time sufficient to

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ensure performances of high quality. The Program does not fund elementary and secondary school, college, university, or conservatory choruses; opera choruses; or choruses affiliated with religious organizations. The category will fund:

- Professional Choruses

Grants generally ranging between \$5,000 and \$50,000 are available to choruses that have been paying all their singers either union scale or a rate negotiated with the union of jurisdiction for at least two years at the time of application. Grants may be used for salaries, touring, additional rehearsal time, run-out concerts, collaboration with other groups, festivals or workshops, and improved management.

- Other Choruses

Grants ranging between \$2,000 and \$20,000 are available to choruses that pay four or more of their singers. Grants are awarded only to pay the salaries for a core of singers; improve the salaries of choral conductors or accompanists; pay fees for soloists, guest conductors, or master teachers; improve management; conduct workshops or festivals; or do run-out concerts.

Grants ranging between \$1,000 and \$10,000 are available to independent and orchestra choruses that pay none of their singers. Grants are awarded only to improve salaries for choral conductor or accompanist; pay fees for soloists, guest conductors, or master teachers; improve management; or conduct workshops or festivals.

- Services to the Field

Grants are available for projects that serve the field of choral music on a national or regional basis.

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sons. Projects funded include increased rehearsal time, improvement of artistic direction, presentation of American soloists, outreach activities, collaborations with other groups and regional tours. Grant amounts generally range from \$5,000 to \$290,000 and do not exceed five percent of an organization's total income.

- **Creative Projects**

To assist exemplary or innovative projects which may include educational projects, services to special constituencies and projects involving the performance, promotion, or preparation of music of our time, especially American works. In general, grants will be awarded only to orchestras previously assisted under the Orchestra category. There are no minimum or maximum grant amounts.

- **Services to the Field**

A small number of grants are awarded to organizations that provide services of national scope to the whole orchestra field or a sector of it. Potential applicants should contact the Music Program/Orchestras before applying.

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### **Composer in Residence**

To support the establishment of a collaborative working relationship between a composer and two or more music performing organizations which wish to sponsor a residency. Two or more music performing organizations, such as chamber and/or new music ensembles, choruses, jazz ensembles, or orchestras may apply for a residency. The performing organizations are not required to be of the same type, but must reside in the same home-base city. All performing organizations must be current Music Program grantees. Funds may be used for commissions, copying costs, room and board, rehearsals, performances, school, media or other community activities, administrative costs and travel. Grant amounts will vary according to the length of the residency and the number and size of the performing organizations involved.

- **Consortium Commissioning**

To provide funds for consortia of performing groups and solo recitalists to commission new American works. A consortium must have at least three members. Each consortium member should perform each commissioned work at least twice. The Endowment encourages consortia to apply for at least three commissions by three different composers. Grant amounts range from \$4,000 to \$8,000 for each composer commissioned.

### **Other Funding Categories**

- **Music Professional Training**

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To support musicians' advanced training and education. Grants go to postsecondary programs leading to professional careers in music. Eligible projects include scholarships, pilot projects for ensemble residencies, other activities that bridge the gap between training and career entry, and activities designed to improve opportunities for minorities. Grant amounts generally range from \$5,000 to \$40,000.

- **Career Development for Solo Recitalists**

To assist organizations devoted mainly to the professional career development of American solo recitalists. Educational and presenting organizations are not eligible. Grant amounts generally range from \$5,000 to \$25,000.

- **Music Recording**

To assist nonprofit organizations and individuals in recording and distributing American music. Grants go to recording companies, distribution companies, performing and presenting organizations, soloists and duo performers. To be eligible, performing and presenting organizations and individuals must qualify for support in other categories of the Music Program or the Opera-Musical Theater Program and must have letters of commitment from recording companies. Recording and distribution companies must have been in existence at least four years to be eligible. The Program encourages applicants to request support for recordings of American music that has not been previously recorded; is not readily available; will be widely distributed; and will remain in circulation. At least 1,000 copies of each recording must be produced.

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### **Centers for New Music Resources**

To support outstanding electronic music studios, computer centers and other innovative music facilities. Centers must have been in operation for at least two years at the time of application. Grants range from \$2,000 to \$20,000.

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### **Services to Composers**

To assist organizations that serve composers on a national or regional basis through newsletters, workshops, seminars, technical assistance and other similar activities. There are no minimum or maximum grant amounts. The nature, scope and importance of the proposed project and the availability of funds determine grant amounts.

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### **Special Projects**

To assist organizations with innovative and exemplary projects of national or regional significance that will have

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a broad impact on the music field and that are not eligible under other funding categories. There are no minimum or maximum grant amounts. The nature, scope and significance of the proposed project and the availability of funds determine grant amounts. Only a limited number of projects with national or regional significance will be supported.

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### **Opera-Musical Theater**

The Opera-Musical Theater Program assists all forms of music theater involving voice—from experimental musical theater to operetta, from ethnic musical theater to classic musical comedy, from grand opera to still-developing forms. Grants support professional opera and musical theater producing organizations; the creation, development, rehearsal and production of new or seldom produced American works; regional touring; special projects; national and regional service organizations; and projects by individual producers. Grants are awarded under the following categories:

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#### **Professional Companies**

To assist professional organizations that are producers of opera and/or musical theater work of high artistic quality and of national or regional significance. In the past three seasons, applicants must have employed professional artistic and managerial staff, used orchestra and chorus of professional quality, had an annual budget of at least \$50,000, and produced a resident season consisting of at least two performances each of two fully staged productions. Current grantees of the Opera-Musical Theater Program that do not meet all these eligibility criteria may apply for specific music theater projects. In fiscal year 1984, grants ranged generally from \$3,000 to \$250,000.

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#### **Regional Touring**

To bring opera and musical theater performances of high artistic quality to areas where they do not generally take place. Grants go to nonprofit original producers of opera and/or musical theater, state or regional arts agencies, or presenter consortia. Tours should last at least two weeks and generally cover more than one state. High priority will be placed on the touring of contemporary American works.

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#### **New American Works**

To encourage the creation, workshopping, development, rehearsal and production of new or seldom-produced contemporary American works. Grants of up to \$15,000 are awarded for the creation of a single project; up to

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,000 for the development of a single project; up to 10,000 for rehearsal and production of a single project; up to \$50,000 for ongoing workshop programs for a series of works. A grant for a combination of phases is possible. This category is open to professional producing organizations. Applicants should generally meet the requirements described for Professional Companies.

#### Producers Grants

Assist individual producers of music theater who generally work outside of established producing organizations. Grants for specific projects are available for the production, completion, or adaptation of new or seldom-produced works (grants range up to \$15,000 in non-circulating funds) and the testing and revising of works in laboratory or workshop settings (up to \$30,000 that must be matched). A grant of up to \$45,000 for a combination of phases is also possible. Artists who produce their own works or the works of others are encouraged to apply. The emphasis is on new works, although revivals of existing works may be considered.

#### Special Projects

Support ideas that are of national significance or those that can be used as models for the field. Concert Opera organizations may apply if rarely performed or unique repertoire is programmed.

Joint effort for Artistic Associates has been created to enable professional companies to strengthen their artistic programs by engaging artists such as dramaturgen, music associates or stage directors to lend guidance to the artistic direction of a company.

#### Services to the Arts

Assist projects that serve the music theater field. A wide number of projects of national or regional scope—including management and informational assistance, and training programs for professional companies—receive funding.

#### Theater

The purpose of the Theater Program is to encourage development of the art form. It provides financial support for the creation of art works by professional artists in companies; for the development of individual artists; and for activities which create an environment in which artistic excellence can flourish.

The Program takes a national perspective on the condition of the theater field. It also attempts to influence developments in future years.

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Grants are awarded in the following categories:

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#### **Professional Theater Companies**

Support is available to nonprofit theater companies which produce work at the highest artistic level and which are of national or regional significance. To be eligible, an applicant organization must have operated as a professional theater for at least three of the four years prior to the proposed grant period. The Theater Program will support only those organizations that compensate artists on an appropriate basis. Grant amounts begin at \$7,500, and do not exceed \$350,000. Grants may be used to pay no more than half the total project costs, which may consist only of those costs associated with compensation of artists and artisans.

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#### **Fellowships for Mimes**

To assist the work of exceptionally talented professional mime artists working as solo performers independent of mime companies. Fellowships provide financial assistance for projects which contribute to an individual's artistic growth. Projects need not involve performance. Individual mime artists are eligible, whether or not they have received Arts Endowment fellowships in the past. Fellowships will range in amounts from \$5,000 up to \$12,500.

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#### **Fellowships for Playwrights**

To encourage the development of professional playwrights of exceptional talent by enabling them to set aside time for writing, research, travel or other activities to advance their careers. Playwrights are eligible if they have had a play produced by a professional theater company within five years prior to applying. One-year fellowships will range up to \$17,500. A limited number of two-year fellowships may be granted. The Theater Program will also set aside \$2,500 for use in defraying the costs of a residency at a theater of each playwright's choice.

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#### **Professional Theater Training**

To encourage ongoing efforts to raise professional standards by assisting professional training of theater artists at the highest level. Grants are available to postsecondary programs whose students intend to make careers in the professional theater and have the greatest potential to contribute significantly as artists.

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#### **Services to the Field**

Offers assistance to organizations that serve the profes-

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sional theater on a national scale for projects, services or publications which are responsive to the needs of the field.

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### **Special Artistic Projects**

To assist projects that have unusual artistic merit. Organizations that are grantees in other Theater Program categories may apply. The quality and scope of the project will determine grant amounts.

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### **Ongoing Ensembles**

To enable existing professional theater companies to create or strengthen continuing relationships with artists to work in ways not otherwise possible. Only theater companies that are current grantees of the Theater Program may apply. Grantees may apply for continued support annually for no more than five years. Grant amounts will range from \$60,000 to \$375,000 in the first year of a grant, declining in later years.

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### **Professional Theater Presenters**

To bring the work of grantee theaters to locales where professional theater is generally not available. Applications will be accepted from individual presenters, consortia of presenters, state arts agencies and regional arts organizations. Endowment funds may be used to cover up to one fourth of the company fee for each engagement. Generally, grants will not exceed \$75,000.

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## **Visual Arts**

The Visual Arts Program awards fellowships to artists of exceptional talent working in a wide range of media. It also gives grants to organizations that assist visual artists. Grants are awarded in the following categories:

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### **Visual Artists Fellowships**

To encourage the creative development of visual artists by enabling them to set aside their other work and to help them purchase materials and equipment. Fellowships are available to professional artists of exceptional talent with demonstrated ability in a wide variety of visual media: sculpture, performance, video, new genres, painting, printmaking, drawing, artists books, photography, and digital media. Fellowship amounts are \$5,000, and \$10,000. A limited number of fellowships may be awarded to artists of exceptional talent who are currently working on a major work.

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**Visual Artists Organizations**

To assist groups that are originated by or for artists, or to further their interests and that encourage contemporary art that reflects continued, serious and exceptional aesthetic investigation. Grants often support exhibitions and performance events. Groups may also receive funds to provide working facilities for artists or services such as information, advice or technical and legal assistance. Grant amounts do not exceed \$50,000, but most range from \$5,000 to \$30,000.

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**Visual Artists Forums**

To enable organizations to support projects that promote discourse among visual artists and/or between artists and the public. Non-commercial publications, visiting artists programs, seminars and workshops receive funds through this category. Grants of up to \$25,000 are available for publications; up to \$10,000 for conferences and symposia; and up to \$5,000 for visiting artists programs.

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**Art in Public Places**

To enable organizations to commission artists for public art projects. Grants may be used primarily to pay artists to create new works for specific sites, or to take part in planning for public art projects. Grant amounts do not exceed \$50,000; planning grants do not exceed \$10,000.

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**Special Projects**

To support a very limited number of model projects from organizations that assist artists in innovative ways and are not eligible under the four categories above.

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**International**

The International Office provides advocacy efforts and modest funding to encourage international arts exchange. Activities include evaluations and technical advice for the cultural programming of the United States Information Agency, the Organization of American States, the Japan-U.S. Friendship Commission and various embassies. The Office also provides technical assistance and funding in support of artist exchanges with Japan and France.

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**U.S./Japan Exchange Fellowship Program**

To send up to five American artists each year to work and study in Japan. To be eligible for these fellowships, creative artists must be United States citizens or permanent residents of the U.S. and they must be well-established in

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their fields. Proficiency in Japanese is not required. Those who have lived and worked in Japan in the past are not eligible. Each fellowship covers the costs of round-trip transportation to Japan and provides a monthly stipend of \$1,600 for the six to nine month stay, plus additional expenses.

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#### **U.S./France Exchange Fellowship Program**

To send creative artists and museum professionals to work and study in France. To be eligible for these fellowships, applicants must be United States citizens or permanent residents of the U.S. and they must be well established in their fields. Fellowships vary in length for up to one year. Grants to cover the costs of residency in France vary according to the discipline program.

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### III. Office for Public Partnership

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#### Artists in Education

The Artists in Education Program, in cooperation with a variety of arts and educational institutions and organizations, reinforces the value of the arts as a part of the basic educational process. This Program promotes interaction of artists and arts organizations with students, teachers, administrators and other members of the state and local communities. Grants are awarded under the following categories:

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#### Artist Residency Grants

To place artists of professional excellence in residencies in educational settings. Grants are made to state arts agencies only.

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#### Special Projects

To aid projects that demonstrate and further the knowledge of the value of arts education. Grants go directly to arts organizations, cultural and educational institutions and state and local arts agencies. Projects can include artist/teacher collaborations, curriculum development, advocacy, development and distribution of materials related to arts education, and implementation of model arts education programs. Artist residencies and visiting artist projects are not eligible for funding under this category.

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### **Regional Arts Programming Grants**

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To help regional groups carry out multi-state arts programs. The groups must first present plans that meet established requirements.

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### **State Support Services**

Limited matching funds are available to support services provided at the national level to state arts agencies and regional groups.

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### **Locals Test Program**

The Locals Test Program is a new initiative established in 1984 to test ways in which the Endowment might provide funds to local arts agencies which will serve as a catalyst for increased support for the arts by local governments.

The goals of the program are to promote increased and sustained public funding for the arts at the state and local levels; to encourage joint planning among state and local arts agencies, artists, arts organizations and sources of support; and to elicit a variety of imaginative proposals which might serve as models for others.

The program funds a limited number of three year projects which have been carefully developed through a planning process to respond to local needs. Funds may be used for (a) regranting to professional artists and arts organizations of high quality, particularly those with limited access to other funding sources; (b) developing capital resources for local arts organizations; (c) presenting performances, exhibitions and residencies; (d) building audiences; and (e) providing technical assistance and services.

In addition to grants for state and local arts agencies, the Program makes available to associations of arts agencies, colleges and universities, a small number of matching grants for the purpose of providing service and special educational projects for the local arts agency field.

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### **Direct Grants to Local Arts Agencies**

A local arts agency that is professionally staffed and has been in operation for a period of three consecutive years providing grants, services, and other programs for arts organizations and artists at the local level is eligible to apply. Applicant agencies must be designated by the appropriate city or county government(s) to apply on its behalf. Grants must be matched two-to-one with new city or county appropriations. (Minimum grant is \$150,000 over a three year period.)

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**State-Local Partnership Grants**

Applications will be accepted only from the 56 designated state arts agencies (those currently receiving Basic State Grants through State Programs) on behalf of a consortium of local arts agencies. Grants must be matched one-for-one at the state level, the total of which must then be matched one-for-one at the local level. (Minimum grant request is \$150,000 over a three year period.)

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**Services to the Field**

Applications will be accepted from national, regional or state associations of arts agencies and colleges and universities for the purpose of providing specific services to, technical assistance for professional development of, and continuing education programs for local arts agency personnel. These programs may include workshops, seminars, institutes and publications. Grants must be matched on a one-to-one basis. (No minimum—grants generally range from \$25,000 to \$100,000.)

Challenge Grants are intended to provide a special opportunity for arts institutions of the highest artistic level to launch major fundraising campaigns which strengthen long-term institutional capacity and enhance artistic quality. Priority will be given to arts institutions of national or international significance that create, produce, present, exhibit, or preserve works of the highest artistic level. To be eligible, applicants must have been in existence at least five years. Previous Challenge grantees must wait at least one year following the official ending date of the previous grant and must have submitted all final reports. Every federal Challenge dollar must be matched by at least three dollars (four dollars for renovation/construction equipment requests) in new or increased contributions from non-federal sources. Challenge grants run for three years and generally range between \$100,000 and \$1 million. Challenge and matching funds may be used to build endowments or cash reserves; eliminate accumulated deficits; support capital improvements; and, in special cases, implement major, long-term artistic initiatives.

6 Challenge Grant Guidelines, which describe the detailed procedures that must be followed before an application can be accepted, will be available in early September 1985. The deadline for notice of intent to apply is November 15, 1985 and the application deadline is December 12, 1985. Applications are accepted only once a year. It is anticipated that deadlines for fiscal year 1987 applications will be similar to those for fiscal year 1986.

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## **V. Arts Management Fellowship Program/Office of Administration**

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This Program is designed to acquaint arts managers with the policies, procedures and operations of the Arts Endowment, and to give them an overview of arts activities in this country. Modest funding allows approximately 45 Fellows per year to spend three months working at the Arts Endowment. Participants attend seminars, panel meetings and National Council sessions. They also work as professional staff members. Individuals may apply for the fellowships, which pay a stipend of \$3,500 plus travel costs to Washington, D.C.

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## **VI. Office of Policy, Planning, Research and Budget**

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### **Policy, Planning, Research and Budget Activities**

The Office of Policy, Planning, Research and Budget assists in the development of broad Endowment policies using information derived from research and policy analysis. The intent is to develop long-range policies that affect more than one Program, based on the needs of the various artistic fields. These objectives are carried out in the following manner:

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#### **Policy and Planning**

The Policy and Planning staff reviews, studies and develops policy recommendations on issues that affect various artistic disciplines and the relationships among art-support programs in different levels of government.

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#### **Research**

The Research Division of the Endowment provides information through a combination of staff and external assistance by way of contracts and cooperative agreements. Research projects involve the collection and evaluation of data and preparation of reports about the conditions and needs of the arts community. These reports are available to the public. (See "Selected Publications" page 00.)

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#### **Special Constituencies**

The Endowment's Office for Special Constituencies conducts an advocacy and technical assistance program to make the arts more accessible to children, adults, veterans and people with disabilities. The office works with artists, arts organizations and agencies concerning accessible arts programs. The Endowment's grant-making Program funds model projects that demonstrate ways to make the arts accessible. By means of these projects, in cooperation with other federal agencies, state and local administrators and professional artists, the Office is programming that include special projects. Applicants and grantees may request assistance from the Office for Special Constituencies in making programs more accessible to these groups.

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**Budget**

The Budget Office is responsible for formulation and presentation of 1) the Endowment's budget request to the Office of Management and Budget, 2) materials for inclusion in the President's Budget, and 3) budget justifications to the Congress. The Budget Office also is responsible for execution of the current year's budget.

## National Council on the Arts

Chairman  
Frank Hodsoll

Members with terms expiring in 1984:

**Norman B. Champ, Jr.\***  
Arts Patron/Trustee  
St. Louis, Missouri

Members with terms expiring in 1986:

**Kurt Herbert Adler**  
Conductor/Opera Producer  
San Francisco, California

**Toni Morrison**  
Author  
New York, New York

**Martha Graham**  
Dance Director/Choreographer  
New York, New York

**I.M. Pei**  
Architect  
New York, New York

**Arthur I. Jacobs**  
Arts Patron/Trustee  
Fernandina Beach, Florida

**Lida Rogers**  
State Arts Agency Director  
Jackson, Mississippi

**Robert Joffrey**  
Choreographer/Artistic  
Director  
New York, New York

Members with terms expiring in 1988:

**C. Douglas Dillon**  
Arts Patron/Trustee  
New York, New York

**Samuel Lipman**  
Critic/Publisher  
New York, New York

**Allen Drury**  
Author  
Tiburon, California

**George Schaefer**  
Producer/Director  
Beverly Hills, California

**Celeste Holm**  
Actress  
New York, New York

**Robert Stack**  
Actor  
Los Angeles, California

**Raymond J. Leary**  
Arts Patron/Trustee  
New York, New York

**William L. Van Alen**  
Architect  
Wilmington, Delaware

Members with terms expiring in 1990:

**Joseph Epstein**  
Writer/Teacher/Editor  
Evanston, Illinois

**Carlos Moseley**  
Pianist/Trustee  
Seattle, Washington

**Helen Frankenthaler**  
Painter  
New York, New York

**Margaret Hillis**  
Choral Director  
Wilmette, Illinois

**Thomas M. Mott**  
Theater Director/Producer  
New Haven, Connecticut

**M. Ray Kingston**  
Architect/State Arts  
Council Chairman  
Salt Lake City, Utah

**James Wood**  
Museum Director  
Chicago, Illinois

**Talbot MacCarthy**  
State Arts Council Chairman  
St. Louis, Missouri

\*Term extended until a replacement is chosen.

## Regional Representatives\*

The National Endowment for the Arts provides support for six (as of fiscal year 1986) Regional Representatives throughout the country to act as links between specific regions and the Arts Endowment. The Regional Representatives report directly to the Chairman on the needs and opportunities involving the arts and audiences. They act as surrogates for the Chairman and staff at numerous events.

The current Regional Representatives and their territories are:

### Northeastern States and Caribbean Islands

|  |   |
|--|---|
| <b>Ellen Thurston</b><br>2 Columbus Circle<br>New York, New York 10019<br>(212) 957-9760 | Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont and Virgin Islands |
|--|---|

### Pacific Rim

|                                       |  |
|---------------------------------------|--|
| Appointment unannounced at this time. | Alaska, American Samoa, California, Guam, Hawaii, Northern Marianas, Oregon and Washington |
|---------------------------------------|--|

### Plains States and Texas

|  |  |
|--|--|
| <b>Romalyn Tilghman</b><br>P.O. Box 22489<br>Kansas City, Missouri 64113<br>(816) 523-0001 | Arkansas, Kansas, Missouri, Nebraska, Oklahoma and Texas |
|--|--|

### Southern and Gulf States

|   |  |
|---|--|
| <b>E. Henry Willett III</b><br>310 North Hull Street<br>Montgomery, Alabama 36104<br>(205) 264-3797 | Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia |
|---|--|

### Upper Midwest States

|   |  |
|---|--|
| <b>Bertha Masor</b><br>4200 Marine Drive<br>Chicago, Illinois 60613<br>(312) 935-9530<br>(312) 782-7858 (answering service) | Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota and Wisconsin |
|---|--|

### Western States

|   |   |
|---|---|
| <b>Ruth Draper</b><br>General Delivery<br>Millcreek Post Office<br>Salt Lake City, Utah 84108 | Arizona, Colorado, Idaho, Montana, Nevada, New Mexico, Utah and Wyoming |
|---|---|

\*These regions are effective on October 1, 1985. Please contact Jane Engelstad, Regional Representative Coordinator in Washington, D.C., for additional information (202) 682-5759.

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## State Arts Agencies

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**Alabama State Council on the Arts and Humanities**  
323 Adams Ave  
Montgomery, Alabama 36130  
(205) 261-4076

**Alaska State Council on the Arts**  
619 Warehouse Avenue  
Suite 220  
Anchorage, Alaska 99501  
(907) 279-1558

**American Samoa Council on Culture, Arts and Humanities**  
Office of the Governor  
P.O. Box 1540  
Pago Pago, American Samoa 96799  
(011) 684-633-5613

**Arizona Commission on the Arts**  
417 West Roosevelt  
Phoenix, Arizona 85003  
(602) 255-5884 or 255-5882

**Arkansas Arts Council**  
The Heritage Center, Suite 200  
225 East Markham Street  
Little Rock, Arkansas 72201  
(501) 371-2539

**California Arts Council**  
1901 Broadway, Suite A  
Sacramento, California 95818  
(916) 445-1530

**Colorado Council on the Arts and Humanities**  
Grant-Humphreys Mansion  
770 Pennsylvania Street  
Denver, Colorado 80203  
(303) 866-2617/8

**Connecticut Commission on the Arts**  
190 Trumbull Street  
Hartford, Connecticut 06103  
(203) 566-4770

**Delaware State Arts Council**  
State Office Building  
820 North French Street  
Wilmington, Delaware 19801  
(302) 571-3540

**District of Columbia Commission on the Arts and Humanities**  
420 Seventh Street, N.W.  
2nd Floor  
Washington, D.C. 20004  
(202) 724-5613 or 727-9332

**Florida, Arts Council of**  
Division of Cultural Affairs  
Department of State  
The Capitol  
Tallahassee, Florida 32301  
(904) 487-2980

**Georgia Council for the Arts and Humanities**  
2082 East Exchange Place  
Suite 100  
Tucker, Georgia 30084  
(404) 493-5780

**Guam Council on the Arts and Humanities**  
Office of the Governor  
P.O. Box 2950  
Agana, Guam 96910  
(011) 671-477-9845 or 477-7413

**Hawaii State Foundation on Culture and the Arts**  
335 Merchant Street  
Room 202  
Honolulu, Hawaii 96813  
(808) 548-4145

**Idaho Commission on the Arts**  
304 West State Street  
c/o Statehouse Mail  
Boise, Idaho 83720  
(208) 334-2119

**Illinois Arts Council**  
State of Illinois Center  
100 West Randolph Street  
Suite 10-500  
Chicago, Illinois 60601  
(312) 793-6750

**Indiana Arts Commission**  
32 East Washington Street  
6th Floor  
Indianapolis, Indiana 46204  
(317) 232-1268

**Iowa State Arts Council**  
State Capitol Complex  
Des Moines, Iowa 50319  
(515) 281-4451

**Kansas Arts Commission**  
112 West 6th Street  
Suite 401  
Topeka, Kansas 66603  
(913) 296-3335

**Kentucky Arts Council**  
Berry Hill  
Louisville Road  
Frankfort, Kentucky 40601  
(502) 564-3757

**Louisiana Department of Culture, Recreation, and Tourism**  
Division of the Arts  
P.O. Box 44247  
Baton Rouge, Louisiana 70804  
(504) 925-3930 or 925-3934

**Maine State Commission on the Arts and the Humanities**  
55 Capitol Street  
State House Station 25  
Augusta, Maine 04333  
(207) 289-2724

- Maryland State Arts Council**  
15 West Mulberry Street  
Baltimore, Maryland 21201  
(301) 685-6740
- Massachusetts Council on the Arts and Humanities**  
80 Boylston Street, 10th Floor  
Boston, Massachusetts 02116  
(617) 727-3668
- Michigan Council for the Arts**  
1200 Sixth Avenue  
Detroit, Michigan 48226  
(313) 256-3735
- Minnesota State Arts Board**  
432 Summit Avenue  
St. Paul, Minnesota 55102  
(612) 297-2603  
(800) 652-9747 (toll free within Minnesota)
- Mississippi Arts Commission**  
P.O. Box 1341  
Jackson, Mississippi  
39215-1341  
(601) 354-7336
- Missouri State Council on the Arts**  
Wainwright State Office Complex  
111 North Seventh Street  
Suite 105  
St. Louis, Missouri  
63101-2188  
(314) 444-6845
- Montana Arts Council**  
35 S. Last Chance Gulch  
Helena, Montana 59620  
(406) 444-6430
- Nebraska Arts Council**  
1313 Farnam-on-the-Mall  
Omaha, Nebraska 68102-1873  
(402) 554-2122
- Nevada State Council on the Arts**  
329 Flint Street  
Reno, Nevada 89501  
(702) 789-0225
- New Hampshire Commission on the Arts**  
Phoenix Hall  
40 North Main Street  
Concord, New Hampshire 03301  
(603) 271-2789
- New Jersey State Council on the Arts**  
109 West State Street  
Trenton, New Jersey 08625  
(609) 292-6130
- New Mexico Arts Division**  
224 E. Palace Avenue  
Santa Fe, New Mexico 87501  
(505) 827-6490
- New York State Council on the Arts**  
915 Broadway, 8th Floor  
New York, New York 10010  
(212) 614-2900
- North Carolina Arts Council**  
Department of Cultural Resources  
Raleigh, North Carolina 27611  
(919) 733-2821
- North Dakota Council on the Arts**  
Black Building  
Suite 606  
Fargo, North Dakota 58102  
(701) 237-8962
- Northern Mariana Islands, Commonwealth Council for Arts and Culture**  
Convention Center  
Capitol Hill, Saipan  
P.O. Box 553, CHRB  
Commonwealth of the Northern Mariana Islands  
96950  
(011) 670-9982/83  
District office:  
2121 F Street, N.W.  
Washington, D.C. 20008  
(202) 328-3847
- Ohio Arts Council**  
727 East Main Street  
Columbus, Ohio 43205  
(614) 466-2613
- Oklahoma, State Arts Council of**  
Jim Thorpe Building  
Room 640  
2101 North Lincoln Boulevard  
Oklahoma City, Oklahoma 73105  
(405) 521-2931
- Oregon Arts Commission**  
835 Summer Street, N.E.  
Salem, Oregon 97301  
(503) 378-3625
- Pennsylvania Council on the Arts**  
Room 216  
Finance Building  
Harrisburg, Pennsylvania 17120  
(717) 787-6883
- Puerto Rican Culture, Institute of**  
Apartado Postal 4184  
San Juan, Puerto Rico 00905  
(809) 723-2115
- Rhode Island State Council on the Arts**  
312 Wickenden Street  
Providence, Rhode Island 02903  
(401) 277-3880

**South Carolina Arts Commission**  
1800 Gervais Street  
Columbia, South Carolina 29201  
(803) 758-3442

**South Dakota Arts Council**  
108 West 11th Street  
Sioux Falls, South Dakota 57102  
(605) 339-6646

**Tennessee Arts Commission**  
320 Sixth Avenue, North Suite 100  
Nashville, Tennessee 37219  
(615) 741-1701 or 741-6395

**Texas Commission on the Arts**  
P.O. Box 13406  
Capitol Station  
Austin, Texas 78711  
(512) 475-6593

**Utah Arts Council**  
617 East South Temple Street  
Salt Lake City, Utah 84102  
(801) 533-5895/6

**Vermont Council on the Arts, Inc.**  
136 State Street  
Montpelier, Vermont 05602  
(802) 828-3291

**Virginia Commission for the Arts**  
James Monroe Building  
101 North 14th Street  
17th Floor  
Richmond, Virginia 23219  
(804) 225-3132

**Virgin Islands Council on the Arts**  
P.O. Box 6732  
St. Thomas, U.S. Virgin Islands 00801  
(809) 774-5984

**Washington State Arts Commission**  
9th and Columbia Building  
Mail Stop GH-11  
Olympia, Washington 98504  
(206) 753-3860

**West Virginia Department of Culture and History**  
Arts and Humanities Division  
Science and Culture Center  
Capitol Complex  
Charleston, West Virginia 25305  
(304) 348-0240

**Wisconsin Arts Board**  
107 S. Butler Street  
Madison, Wisconsin 53703  
(608) 266-0190

**Wyoming Council on the Arts**  
2320 Capitol Avenue  
Cheyenne, Wyoming 82002  
(307) 777-7742

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## Regional Arts Organizations

### Arts Midwest

(Affiliated State Arts Agencies of the Upper Midwest (ASAAUM) and Great Lakes Arts Alliance (GLAA) merged as of July 1, 1985.)

**Hennepin Center for the Arts**  
528 Hennepin Avenue,  
Suite 302  
Minneapolis, Minnesota 55403  
(612) 341-0755

Illinois, Indiana, Iowa,  
Michigan, Minnesota, North  
Dakota, Ohio, South Dakota,  
Wisconsin

### Consortium for Pacific Arts & Cultures (CPAC)

**Hawaiian Properties, Ltd.**  
2141c Alherton Road  
Honolulu, Hawaii 96822  
(808) 946-7381

American Samoa, Guam,  
Northern Marianas

### Mid-America Arts Alliance (MAAA)

20 West 9th Street  
Suite 550  
Kansas City, Missouri 64105  
(816) 421-1388

Arkansas, Kansas, Missouri,  
Nebraska, Oklahoma, Texas\*

\*Associate Member

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**Mid-Atlantic States Arts Consortium (MASAC)**

11 East Chase Street  
Suite 7-B  
Baltimore, Maryland 21202  
(301) 685-1400

Delaware, District of  
Columbia, Maryland, New  
Jersey, New York,  
Pennsylvania, Virginia, West  
Virginia

**New England Foundation for the Arts, Inc. (NEFA)**

25 Mount Auburn Street  
Cambridge, Massachusetts  
02138  
(617) 492-2914

Connecticut, Maine,  
Massachusetts, New  
Hampshire, Rhode Island,  
Vermont

**Southern Arts Federation (SAF)**

1401 Peachtree Street, N.E.,  
Suite 122  
Atlanta, Georgia 30309  
(404) 874-7244

Alabama, Florida, Georgia,  
Kentucky, Louisiana,  
Mississippi, North Carolina,  
South Carolina, Tennessee

**Western States Arts Foundation (WSAF)**

207 Shelby Street  
Suite 200  
Santa Fe, New Mexico 87501  
(505) 988-1166

Alaska, Arizona, Colorado,  
Hawaii, Idaho, Montana,  
Nevada, New Mexico, Oregon,  
Utah, Washington, Wyoming

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**National Arts Organizations****National Assembly of Local Arts Agencies (NALAA)**

1785 Massachusetts Avenue, N.W.  
Suite 413  
Washington, D.C. 20036  
(202) 483-8670

**National Assembly of State Arts Agencies (NASAA)**

1010 Vermont Avenue, N.W.,  
Suite 920  
Washington, D.C. 20005  
(202) 347-6352

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## Selected Publications

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The following publications are available from the Office of Public Information\*, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506. Phone: (202) 682-5400.

### **1984 ANNUAL REPORT**

Lists Endowment grantees by discipline, grant amounts, and brief descriptions for fiscal year ending September 30, 1984.

### **Application Deadlines Calendar**

A list, updated quarterly, of application deadlines for all Arts Endowment Programs.

### **ARTS IN EDUCATION, EDUCATION IN THE ARTS: ENTERING THE DIALOGUE OF THE 80's**

Provides a collection of writings on education and arts education. Intended to serve as a tool to assist in encouraging and improving arts education programs in the elementary and secondary schools.

### **ARTS Review**

A quarterly publication containing feature articles and the latest news from the Arts Endowment, including new programs, policy changes, application deadlines, plus articles on arts activities about grantees. Available by subscription from the Government Printing Office. Subscription forms available from the Arts Endowment.

### **BUSINESS AND THE ARTS: HOW THEY MEET THE CHALLENGE**

Case studies illustrate how cooperative efforts between arts organizations and corporations or businesses develop and provide mutual benefits. (August, 1984)

### **CHALLENGE GRANTS EXPERIENCE: PLANNING, DEVELOPMENT, AND FUNDRAISING**

A resource book documenting the procedures and experiences of Challenge grantees from Rounds I (fiscal year 1977-78) and II (fiscal year 1979).

### **Director of Minority Arts Organizations**

A listing of minority arts organizations throughout the country is available from the Endowment's Division of Civil Rights.

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\*Unless otherwise noted.



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**Guide to the National Endowment for the Arts**

Additional copies of this booklet may be obtained by writing the Office of Public Information at the address above.

To obtain a cassette recording of this publication or Program Guidelines, visually impaired persons may write or call:

National Library Services for the Blind  
Library of Congress  
1291 Taylor Street, N.W.  
Washington, D.C. 20542  
(202) 287-5100

**Guidelines**

For artists and organizations eligible and planning to apply, Guidelines are available upon request from each program. Write to the appropriate Program at this address:

(Name of Program)  
National Endowment for the Arts  
Nancy Hanks Center  
1100 Pennsylvania Avenue, N.W.  
Washington, D.C. 20506

**Panel List**

A list of all panelists who make recommendations concerning grants and policy to the Programs, the National Council on the Arts, and the Chairman is available from the Office of Council and Panel Operations.

**Research Division Reports**

Since 1976, the Research Division of the National Endowment for the Arts has been studying matters of concern to the arts community and issuing reports based on its findings. For a list of these reports, write the Research Division.

**Special Constituencies Technical Assistance Publications**

Several publications concerning arts accessibility for disabled people, older Americans, and people in institutions are available from the Endowment's Office for Special Constituencies. Some titles include: *The Arts and 504 Handbook*, *504 Workbook*, *Arts for Blind and Visually Impaired People*, *Arts Accessibility for the Deaf and Accessible Fashion*.

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## Phone Directory of Endowment Offices

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|   |                |
|---|----------------|
| Endowment Public Information  | (202) 682-5400 |
| TTY Number for Hearing Impaired   | (202) 682-5496 |
| Office of the Chairman  | 682-5414       |
| Challenge Grant Program   | 682-5436       |
| Office of Policy, Planning, Research and Budget                             | 682-5423       |
| Policy and Planning   | 682-5424       |
| Research  | 682-5432       |
| Special Constituencies  | 682-5532       |
| Budget  | 682-5767       |
| Office of Communications  | 682-5570       |
| Office of Special Events  | 682-5411       |
| Office of Special Projects/20th Anniversary                                 | 682-5439       |
| Council and Panel Operations  | 682-5433       |
| Deputy Chairman for Programs  | 682-5419       |
| Associate Deputy Chairman for Programs and Director of Program Coordination | 682-5421       |
| Associate Deputy Chairman for Programs                                      | 682-5422       |
| International   | 682-5562       |
| <b>Programs</b>   |                |
| Dance   | 682-5435       |
| Design Arts   | 682-5437       |
| Expansion Arts  | 682-5443       |
| Folk Arts   | 682-5449       |
| Inter-Arts  | 682-5444       |
| Literature  | 682-5451       |
| Media Arts  | 682-5452       |
| Museums   | 682-5442       |
| Music   | 682-5445       |
| Opera-Musical Theater   | 682-5447       |
| Theater   | 682-5425       |
| Visual Arts   | 682-5448       |
| <b>Office for Partnership</b>   |                |
| Deputy to the Chairman for Public Partnership                               | 682-5441       |
| Artists in Education  | 682-5426       |
| State Programs  | 682-5429       |
| Locals Test Program   | 682-5431       |
| Office for Private Partnership  | 682-5410       |
| <b>Administration</b>   |                |
| Director of Administration  | 682-5408       |
| Arts Management Fellowship Program  | 682-5786       |
| Audit   | 682-5402       |
| Civil Rights  | 682-5748       |
| Finance   | 682-5447       |
| Grants and Information Management   | 682-5403       |
| Personnel   | 682-5405       |

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